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Communications and Information

PUBLIC ADDRESS (PA) SYSTEM SUPPORT

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This instruction sets policy and provides guidance on use, operation, maintenance, and procurement of fixed, mobile, and portable Public Address (PA) systems support on Scott AFB; applies to all organizations on Scott AFB who own or require support for PA systems.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1. Responsibilities.

- 1.1. The Commander, 375th Airlift Wing (375 AW/CC), is the approval authority for fixed and mobile PA support for unofficial functions, to include support for non-appropriated funds (NAF), non-profit, civic, and charitable organizations.
- 1.2. The Commander, 375th Communications Squadron (375 CS/CC), is the approval authority for fixed and mobile emergency and short-notice PA support requests for official functions.
- 1.3. The Mission Systems Flight Commander, 375th Communications Squadron (375 CS/SCM) or designated representative, is the approval authority for all routine PA support for official functions.
- 1.4. Ground Radio Maintenance, 375th Communications Squadron (375 CS/SCMGR), provides PA support according to this instruction.

2. Terms Explained.

- 2.1. *Official Functions.* Events directly related to military or federal government missions or activities. These include change-of-commands, commanders' calls, parades, retirement ceremonies, etc.
- 2.2. *Unofficial Functions.* Social events not related to military or federal government missions or activities. These include picnics, luncheons, dinners, parties, and spouses' club functions.

2.3. *Fixed PA Systems.* Permanently installed systems such as those in Bldgs 1560 (Scott Club), 1948 (old Enlisted Club), 1670 (Base Theater), and 1907 (Global Reach Planning Center).

2.4. *Mobile PA Systems.* Systems easily transportable from one place to another giving support on a temporary basis. These systems are set up and maintained by 375 CS/SCMGR.

2.5. *Portable PA Systems.* Self-contained and available for sign-out from the 375 CS/SCMGR.

2.6. *Short-Notice Request.* Requests for PA support with less than 14-calendar days notice.

2.7. *Emergency PA Request.* Requests for PA support with less than 36-hours notice.

2.8. *Routine PA Request.* Requests for PA support with 14-calendar days or more notice.

2.9. *Wireless Microphones.* Microphones do not require external cabling (i.e., handheld and lapel microphones).

3. Public Address Systems Support.

3.1. 375 CS/SCMGR:

3.1.1. Provides mobile PA systems and technicians for official functions requiring PA support at group level and above.

3.1.2. Official functions at facilities having fixed systems will not be supported with mobile PA systems or technicians, unless existing systems are inoperative or considered inadequate as determined by 375 CS/SCMGR.

3.1.3. Official functions below group level will be supported by providing the requester with a portable PA system and instructions on how to set up and operate the system. The requesting organization will provide personnel to pick up, set up, tear down, and return loaner systems. The requesting organization is responsible for loss or damage of loaner equipment.

3.2. Public address support of unofficial, nonprofit, civic, and charitable organizations with fixed or mobile PA systems is only authorized with written approval from the 375 AW/CC. Unofficial, nonprofit, civic, and charitable events, sporting activities, picnics, and retirement dinners can be supported by providing the requester with a portable PA system and instructions on how to set up and operate the system on a first-come, first-served basis.

3.3. Support of the following is not authorized:

3.3.1. Events located off base.

3.3.2. Profit-making organizations and fund-raising activities like Department of Defense contractors and private organizations.

4. Priority Mission Requirements and Cancellation of Support. The primary mission of 375 CS/SCMGR is to provide communications-electronics maintenance to Air Traffic Control communications systems. These systems carry a high-priority and have a critical impact on flight safety. All outages having a mission impact will have priority over PA support. In addition, 375 CS/SCMGR reserves the right to cancel set ups or remove equipment from operation if personnel or equipment safety is threatened (i.e., inclement weather).

5. Customer Support Requirements.

5.1. Project officers or their designated representatives will submit a written request for a PA system at least 14 calendar days prior to an event requiring PA support. In addition, for emergency and short-notice requests, an endorsement letter from their unit commander is required as well.

5.2. Project officers will forward requests by E-Mail to: <mailto:375cs.publicaddress@scott.af.mil>; or by FAX: 256-4676.

5.3. Letters of request must contain the following:

5.3.1. Event details:

5.3.1.1. Description of event.

5.3.1.2. Number of people expected to attend.

5.3.1.3. Time and date.

5.3.1.4. Primary location/alternate location.

5.3.1.5. Commercial power availability.

5.3.1.6. Two points of contact (POC) including telephone numbers.

5.3.2. Equipment requirements:

5.3.2.1. Lectern (podium).

5.3.2.2. Number of microphones/type of microphones (hand-held, podium mount, lapel).

5.3.2.3. Cassette/compact disc player.

5.3.2.4. Media/visual information inputs.

5.3.2.5. Script or sequence of events when appropriate.

5.4. Additional Instructions. Requester will provide any prerecorded music (i.e., nonmilitary ceremonial music), an operator to cue music during the event, and appropriate security for the equipment. One-hour prior to the event, the primary POC must be on-site. During the event, technicians will only follow the direction of the primary POC; multiple POCs cause confusion. Contact 375 CS/SCMGR, 256-2556, for additional guidance or precoordination of unique requests. If the event requires 375 CS/SCMGR personnel to support an event during mealtime, the requesting organization will provide meals and nonalcoholic beverages to 375 CS/SCMGR personnel.

6. Fixed PA System Procurement. Units will requisition and fund all fixed PA systems, including installation and follow-on maintenance.

7. Technical Assistance.

7.1. The 375 CS/SCMGR does not provide engineering/design services for PA systems. The 375 CS/SCMGR can provide limited first-look technical advice on procuring new, fixed, or mobile PA systems.

7.2. The 375 CS/SCMGR is not responsible for installation of PA systems procured by units on Scott AFB. Units may request technical assistance by contacting the Chief, Ground Communications Element, 375 CS/SCMG, 256-8679.

8. Public Address Equipment Operations and Maintenance Policy.

8.1. Units are responsible for maintenance support of the PA system purchased. The 375 CS is not responsible for the installation or maintenance of fixed, mobile, or portable PA systems owned by any other organization on base.

8.1.1. The 375 CS/SCMGR will not be tasked to operate fixed PA systems.

8.1.2. The 375 CS/SCMGR will not be tasked to provide music and disc jockey services for PA set ups. The 375 CS/SCMGR can provide a limited selection of official/ceremonial music upon request.

8.2. The 375 CS/SCMGR can provide training to personnel assigned to units owning PA systems and to personnel planning to sign-out a portable PA system on loan from the 375 CS. Training includes power on- and off-procedures, system set up and breakdown procedures, system adjustments, and basic troubleshooting procedures. Units can request training by contacting 375 CS/SCMGR.

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Commander